



SALES TAX

**Resale Certificate**

Expiration Date: \_\_\_\_\_

- ✓ Please read all instructions on back before completing this certificate.
- ✓ This certificate must be approved by the City of Colorado Springs, Sales Tax Office.
- ✓ Please PRINT neatly.

**This Resale Certificate is issued by the City of Colorado Springs, Sales Tax Office to:**

Business Name (Purchaser): \_\_\_\_\_

Trade Name of Business (DBA): \_\_\_\_\_

Contact (First/Last Name): \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ @ \_\_\_\_\_ Other Phone: \_\_\_\_\_

Physical Business Address (cannot use P.O. Box): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

The above-named purchaser is a: ☐ Retailer ☐ Wholesaler ☐ Lessor ☐ Manufacturer☐ Other (explain): \_\_\_\_\_

Engaged in the business of selling/leasing the following: \_\_\_\_\_

State Retailer and/or Wholesalers License Number (required for approval):# \_\_\_\_\_ - \_\_\_\_\_

General description of property to be purchased for resale exempt purpose(s): \_\_\_\_\_

I hereby certify the following:

- ③ The information given by me on this Resale Certificate is true and complete.
- ③ The tangible personal property described herein will be resold in the normal course of business. If such property is used for other than for its resale exempt purpose(s), **USE TAX IS DUE** and will be paid to the City of Colorado Springs.
- ③ I am an owner, partner, member, corporate officer or other person authorized to sign this Resale Certificate on behalf of this business.

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name (First/Last Name): \_\_\_\_\_ Title: \_\_\_\_\_

**OFFICE USE ONLY**

City of Colorado Springs, Sales Tax Resale Authorization and Approval for the Director of Finance

Signature By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **Instructions to Purchasers Requesting Exemption**

1. This Resale Certificate is issued to companies that make no taxable sales in Colorado Springs but which need to purchase for resale without paying City of Colorado Springs Sales Tax.
2. This Resale Certificate may be issued to any company that holds a current State Retailer and/or Wholesalers License. Once issued, if properly used, this certificate will remain in effect for duration of two years at which time you will need to reapply. The Purchaser must maintain a valid State of Colorado Retailer and/or Wholesalers License.
3. This Resale Certificate must be signed by a person authorized to sign on behalf of the business requesting this exemption.
4. When approved by the City of Colorado Springs, a copy of this Resale Certificate may be given to any Seller from whom legitimate resale purchases are made.
5. For approval, please send this certificate to The City of Colorado Springs, Sales Tax P.O. Box 1575, Mail Code 225, Colorado Springs, CO 80901-1575 or to drop off at our physical location City of Colorado Springs, Sales Tax, 30 South Nevada Avenue, Suite 203, Colorado Springs, CO 80903. An approved copy will be returned to you once approved.
6. Any merchandise purchased that is not used for its intended exempt purpose is subject to the City of Colorado Springs Use Tax.
7. This Resale Certificate will be revoked for misuse, and responsible persons may be subject to fines and prosecution.

### **Instructions to Sellers**

1. The Seller may accept a properly approved Resale Certificate as authorization to sell resale merchandise to the Purchaser without charging City of Colorado Springs Sales Tax. If the Seller does not receive an approved Resale Certificate, the Seller **MUST** collect City of Colorado Springs sales tax.
2. The Seller must maintain in its files a properly executed Resale Certificate from all customers who claim exemption and do not hold a valid City of Colorado Springs Sales Tax License.
3. The Seller must exercise care that exempt property is of a type normally resold by the Purchaser in the usual course of the Purchasers business. **The Seller is responsible for collecting City of Colorado Springs Sales Tax on the sale of all tools, equipment, and supplies which are not normally resold by the purchaser.** A Seller failing to exercise due care may be held liable for any sales tax due.
4. When properly approved by the City of Colorado Springs and issued to a Purchaser with a current State Retailer and/or Wholesalers License, this Resale Certificate will remain in effect for a duration of two years or unless cancelled by the Purchaser or revoked by the City of Colorado Springs.